



## DEPARTMENT OF THE ARMY

104<sup>TH</sup> AREA SUPPORT GROUP  
UNIT 20193, BOX 0001  
APO AE 09165-0001

IMEU-HAN-SO

18 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2005 Summer Safety Campaign

### 1. References:

- a. Memorandum, HQ USAREUR/7A, AEAGA, 22 Feb 05, subject USAREUR 2005 Summer Safety Campaign.
- b. Memorandum, IMA EURO, SFIM-EU-HR-D, 20 May 04, subject: Army in Europe Designated Driver Program.
- c. USAREUR Regulation 385-2, Recreational Water Safety Program, 15 Mar 95.
- d. Memorandum, SFIM-EU-ZS, 31 Aug 04, subject 2004-2005 Winter Safety Campaign.
- e. Memorandum, IMEU-SO, 30 Mar 05, subject 2005 Summer Safety Campaign.

2. The 104<sup>th</sup> Area Support Group (ASG) and subordinate Base Support Battalions (BSBs) continue to support the deployment and sustainment of it's tenant tactical units and all Soldiers, family members and civilian employees. A viable Summer Safety Campaign is integral to this support as Commanders, supervisors, and staffs must assist and ensure it's implementation across the ASG footprint. Our diligence towards safety must be amplified in this setting. Our goals are:

- a. Ensure composite risk management is integrated into all missions and activities.
- b. Ensure safety, occupational health, industrial hygiene, and all staff personnel are available to provide assistance, advice, and consultation to requesting agencies.
- c. Provide support throughout the community in identifying and mitigating any known or suspected hazards in the most expeditious means possible. **"Don't Walk By,"** take positive action, correct on the spot, and report the hazards to the nearest safety office.

### 3. ASG/BSB Safety offices will:

- a. Obtain Summer-Safety articles from IMA-Europe Safety, add community specific information and coordinate with the local PAO to publish in the Herald Union and for distribution through other available Command and Public Information media.

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b. Coordinate the distribution of “Be-Safe” posters and safety-related materials for display in prominent community areas throughout the Summer Safety Campaign (reference 1.a, Para 4.c(1)).

c. Update and publish a list of authorized swimming areas, post to the ASG, BSB and MWR websites. Provide an electronic copy of the list to IMA-Europe Safety by 1 May 2005, (reference 1.c).

d. Provide advice and/or assistance in the implementation of the Preliminary Accident Investigation and Reporting Procedures Memorandum, 23 March 2005, for all military and civilian accidents and injuries.

e. Ensure adequate Motorcycle Safety Foundation (MSF) courses are provided to support the MSF training requirements of the USAREUR Summer Safety Campaign (reference 1.a. paragraph 4.e. (4)).

4. ASG/BSB Public Affairs Offices (PAOs) will:

a. Coordinate with DES in conducting a media campaign to the enforcement of road standards for vehicles and operators, with specific emphasis on the “**Click It or Ticket**” and “**Booze It and Lose It**” campaigns, sobriety-test programs, and the use of cell phones (MRT or Handy) while driving.

b. Coordinate with the BSB Safety Office to conduct a media campaign for Summer Safety Topics during the period 1 May to 30 September 2005 (reference 1.a. paragraph 4.e.(2)).

5. ASG/BSB Directors of Emergency Services (DESS) will:

a. Coordinate with the IMA-Europe PMO, to ensure all IMA-Europe force protection weapons clearing procedures posted are in compliance with the revised DA and Army in Europe Policy (reference 1.a. paragraph 4.d.(3), Encl (3,tab D)).

b. Enforce road standards for vehicles and operators, with specific emphasis on the “**Click It or Ticket**” and “**Booze It and Lose It**” campaigns; sobriety-test programs, the use of cell phones (MRT or Handy) while driving, and provide feedback to the ASG Commander (reference 1.a. paragraph 4.g.(1)).

c. Coordinate with BSB safety offices in updating the “Dangerous Roads” information for each BSB.

6. ASG/BSB Morale, Welfare and Recreation (MWR) offices will:

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a. Review planned events for summer recreational activities, such as festivals and MWR events, to ensure hot weather risk management is being utilized and appropriate mitigation controls are in place (reference 1.a. paragraph 4.d. (1)).

b. Ensure all MWR activities conduct risk assessments of sponsored summer activities according to AR 215-1 and implement controls to mitigate these risks. MWR managers will use self-inspection forms to detect unsafe practices and conditions (reference 1.a. paragraph 4.e. (6)).

c. Promote responsible consumption of alcohol and the use of Designated Driver programs in MWR facilities which serve alcohol. Support the Army in Europe Designated Driver program by obtaining and utilizing designated driver wrist bands from IMA-Europe Safety and by providing alcohol free beverages to designated driver personnel without charge. (reference 1.a. paragraph 4.e. (3)).

7. ASG/BSB Army Substance Abuse Program (ASAP) offices will:

a. Coordinate with IMA-Europe ASAP office to develop low-risk drinking guidelines for the Army in Europe.

b. Promote these low-risk drinking guidelines and inform Soldiers, civilians and family members of what constitutes moderate drink and low-risk behavior (reference 1.a. paragraph 4.e. (7)).

8. ASG/BSB Chaplain's offices in coordination with Community Health personnel will ensure suicide prevention information and outreach services are available throughout each community. (reference 1.a. paragraph 4.e. (5)).

9. Directors of Plans, Training, Mobilization, and Security (DPTMS) will:

a. Assist deploying and redeploying units with rail head certification by publishing guidance (Standing Operating Procedure (SOP) or Operation Order (OPORD)) for Rail Loading Operations specific to the infrastructure of the railheads used in your AOR. Provide an electronic copy of the guidance to ASG Safety by 30 May 2005 (reference 1.a. paragraph 4.d. (2))

b. Coordinate with DES and ensure all weapons clearing barrels have the correct standardized weapons clearing procedures posted in compliance with the revised Department of the Army and Army in Europe Policy (reference 1.a. paragraph 4.d.(3), Encl (3, tab D)).

10. ASG/BSB Directors of Logistics (DOLs) will:

a. Ensure all personnel with an OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) have completed Wheeled Vehicle Accident Avoidance Training within the past four years and properly documented on their DA Form 348 and OF 346.

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b. Advertise, and upon request, provide a Wheeled Vehicle Accident Avoidance training course targeted at all employees and family members.

c. Provide a copy of SF 91s for all accidents concerning IFMS vehicles to the local BSB safety office within 72 hours of the accident occurrence.

11. HHC/HHDs will:

a. Accomplish unit safety certification in accordance 1.d. if not yet accomplished by submitting applications for Certification thru the ASG safety office to the USAREUR safety office by 15 September 2005 (reference 1.a. Encl 3, Tab K).

b. Ensure additional duty safety NCOs coordinate Safety and Occupational Health (SOHI) workplace inspections for low hazard areas with the BSB Safety Office.

c. Ensure all Soldiers receive Heat Injury Prevention training to include: how to recognize signs and symptoms of heat injury, immediate treatment and information on potential individual risk factors. Post Memo, 17 August 2004, subject Heat Injury Prevention Program (<https://www.aeaim.hqusareur.army.mil/library/ltr/pdf/ul2004-048.pdf>) in all workplaces.

d. Revise unit training standards to ensure Soldiers receive the proper weapons clearing procedures according to AE pamphlet 385-15, paragraph 49, and conduct training exercises in garrison to reinforce proper weapons handling and clearing (reference 1.a. Encl 3 Tab D).

e. Reenergize your Safety Awards Program and identify individuals for outstanding safety performance in their daily mission. Submit nominations for Safety awards authorized in USAREUR Regulation 385-55 and the Department of Army Safety Awards authorized in accordance with AR 672-74 (reference 1.a., Encl 3, Tab M).

f. Ensure all Soldiers have received Suicide Prevention training and Substance Abuse Training within the past twelve months.

g. Ensure all Soldiers receive Composite Risk Management training.

h. Ensure Soldiers receive "Family and Off-duty Summer Safety Information Sheet" which includes bicycle safety information and water sports safety information to share with their family members found in reference 1a. Encl 3 Tab T.

12. First-line leaders and supervisors will:

a. Ensure all civilian employees are aware of the Authorized Swimming Area List to include the procedure how to find that information on the USAREUR and ASG websites.

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b. Ensure all civilian employees receive heat injury prevention information to include: how to recognize signs and symptoms of heat injury, immediate treatment and information on potential individual risk factors. Post Memorandum, 17 August 2004, subject Heat Injury Prevention Program (<https://www.aeaim.hqusareur.army.mil/library/ltr/pdf/ul2004-048.pdf>) in all workplaces.

c. Ensure a civilian Job-Hazard Analysis is completed and kept on file at each worksite.

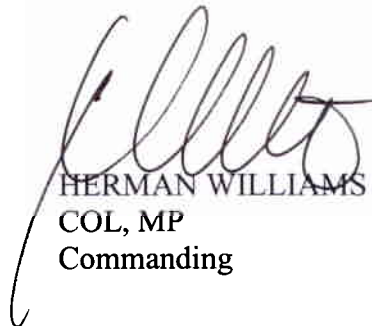
d. When a hazard is discovered or observed within your area of responsibility, ensure your local BSB safety office is made aware of the hazard.

e. Conduct "Under the Oak Tree" meetings with employees before leave or three-day holidays or PCS travel that involves the use of POVs.

f. Ensure all civilian employees receive the "Family and Off-duty Summer Safety Information Sheet" which includes bicycle safety information and water sports safety information to share with their family members (reference 1a. Encl 3 Tab T).

13. Each of us must make every effort to mitigate risks in protecting our Soldiers, employees, and family members and is ultimately responsible for the successful implementation of this Summer Safety Campaign.

14. Point of contact for this memorandum in Mr. Weissenberger, DSN 322-1470, or email [104safety@104asg.army.mil](mailto:104safety@104asg.army.mil).



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Commanding

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